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General Instructions

Responsibility for filing. The First Period report is to be prepared by the county superintendent of schools immediately after the last school month ending on or before **December 31**, and is due not later than **January 15**. The Second Period report is to be prepared by the county superintendent of schools immediately after the last school month ending on or before **April 15**, and is due not later than **May 1**. The Annual report is to be prepared by the county superintendent of schools immediately after the last school month ending on or before **June 30**, and is due not later than **July 15**. The California Department of Education will accept this report only if it is signed by the county superintendent.

After the county superintendent examines and signs the report, please forward the original to the **California Department of Education, Attention: School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814**. Retain one copy for the county files.

Divisor for computing average daily attendance. For Section A, the average daily attendance is determined by dividing the total days of attendance by 70 for P-1; by 135 for P-2; and by 175 for Annual. For Section B and C the ADA is determined by dividing the total days of attendance by days taught. Extended Year Special Education ADA is divided by 175. Enter the quotient in the appropriate column.

Enter under **Section I** the County Code, School District Name, and District Code of the county and district of residence.

Enter under **Section II** the ADA generated in county programs to be credited to the district(s) of residence.

Enter under **Column A-1 and/or A-2** the ADA of all pupils attending pursuant to *Education Code* Section 1981(a) and (b), K through 6 pupils attending pursuant to 1981(c)(1) and (2), and all pupils attending pursuant to 1981(c)(3) who were expelled under E.C. 48915(a).

Note: Pupils in grades 7 through 12 attending County Community Schools pursuant to Education Code Section 1981(c)(1) and (2) and 1981(c)(3) who were expelled under Section 48915(c) are reported on Form J-27/28.

Enter under **Column B-1 and/or B-2** the ADA of full-day Special Education Special Day Class conducted by the county superintendent, except SDC Extended Year classes.

Note: If a Special Education Special Day Class is maintained at a juvenile hall, the ADA must be reported as Special Day Class in Columns B-1 and B-2 and is **not** to be reported as Juvenile Hall ADA on Form J-27/28.

Enter under **Column B-3 and/or B-4** the ADA for Special Education Special Day Class, Extended Year classes.

Note: ADA of Special Education students in "pull-out" programs is not reported on this form. The ADA of "pull-out" students is reported either as regular day or Special Education ADA on the J-18/19.

Enter under **Column C-1 and/or C-2** the ADA from Special Education NPS/LCI pupils who are residentially placed by an agency other than the LEA, except NPS/LCI extended year classes.

Enter under **Column C-3 and/or C-4** the ADA from Special Education NPS/LCI extended year classes.

Certification

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and that all attendance data have been compiled and reported in accordance with state and federal laws and regulations and the instructions for this report form.

(Preparer)

Date

(County Superintendent)

Date

Any inquiries concerning this report should be directed to the attention of:

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